



**DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
197 6TH AVENUE, SUITE 229
FORT KNOX, KENTUCKY 40121-5720**

REPLY TO
ATTENTION OF:

Expires 13 October 2011

IMSE-KNX-SO

13 October 2009

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Knox Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 22-09 – Motorcycle Mentorship Program and Motorcycle Policy

1. REFERENCES.

- a. Fort Knox Regulation 190-5, Fort Knox Motor Vehicle Traffic Regulation, 3 August 2007.
- b. AR 385-10, Army Safety Program, 23 August 2007 (with RAR 1, 3 September 2009).
- c. Fort Knox Policy Memo No. 16-08 – Motorcycle Riding Rules, 22 May 2008.
- d. TRADOC Regulation 385-2, US Army Training and Doctrine Command Safety Program, 23 January 2009.
- e. Fort Knox Regulation 385-10, Fort Knox Safety Program, 20 July 2009.

2. PURPOSE. This policy establishes the standards, concepts, and implementing instructions of the Fort Knox Motorcycle Mentorship Program (MMP) and other policies for operating motorcycles on Fort Knox.

3. DISCUSSION. The Army continues to lose Soldiers to motorcycle accidents at an alarming rate. Operating a motorcycle is a high-risk activity and when operated unsafely, can result in a tragic accident. Trend analysis of Army accident data indicates excessive speed, reckless “aggressive” operations, and inexperienced operators as common casual factors. Serious injury or death of a Soldier adversely impacts mission and good order of any unit. We must do everything we can to reverse this trend and protect our Soldiers.

4. APPLICABILITY. This policy is applicable to all military personnel assigned and/or attached to Fort Knox that own and/or operate a motorcycle, regardless of duty status or location. This includes all personnel in temporary duty status of 30 days or longer.

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5. **POLICY.** The safety and welfare of Soldiers is an inherent responsibility of the leadership and command. We must do everything we can to safeguard Soldiers, reverse adverse trends that endanger Soldiers, and preserve our warfighting capabilities. With those goals in mind, we have implemented a Fort Knox MMP and now implementing further motorcycle policies. The intent of this program is to foster the positive conduct and behavior of all motorcycle operators and serve as an integral part of the commander's Motorcycle Accident Prevention Program.

6. **RESPONSIBILITIES.**

a. **Commanders and leaders.**

(1) Commanders at battalion level will review rider traffic records for their battalion annually, ensuring the Soldier's demonstrated level of discipline in riding their motorcycle is in accordance with (IAW) Army and Fort Knox policy.

(2) Commanders at battalion and company level implement a unit level MMP. Unit MMPs will be conducted IAW Enclosure 1, Concept of Operations.

(3) Commanders, "battalion and company level," will designate, in writing, an individual to serve as the unit "battalion/company" motorcycle mentor. Guidance to assist commanders in the selection of a unit motorcycle mentor is enclosed.

(4) Commanders at all levels will include the MMP as part of their unit Safety Standing Operating Procedures. Implementation of the program will be evaluated as part of the Organizational Inspection Program.

(5) Leaders at all levels will support motorcycle safety initiatives and foster safe riding practices in support of this Fort Knox motorcycle policy. Once a Soldier has been identified by the chain of command as a motorcycle rider or a potential rider, the individual will be referred to the unit motorcycle mentor(s) for additional guidance and information pertaining to motorcycle operation.

b. **Unit motorcycle mentor (see Mentor Prerequisites enclosed).**

(1) Unit motorcycle mentor will report to his/her commander on issues involving motorcycle safe operating procedures, awareness programs, and educational and training requirements.

(2) The battalion motorcycle mentor will have oversight of the overall Battalion Mentorship Program. He/she will ensure all company level motorcycle mentors are fully qualified and unit mentorship programs are consistent with established standards.

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(3) All designated motorcycle mentors will perform the duties and responsibilities IAW standards set within Enclosure 1.

c. All motorcycle riders assigned or attached to Fort Knox will attend Army-approved motorcycle education courses. Attendance of any course at another installation waives the requirement to attend a Fort Knox course if the Soldier can present the Motorcycle Safety Foundation (MSF) card as proof of attending the course to his/her commander. All riders are responsible for the following:

(1) Licensed IAW with their home state licensing requirements and successfully complete the MSF Basic Rider Course (BRC), as a minimum.

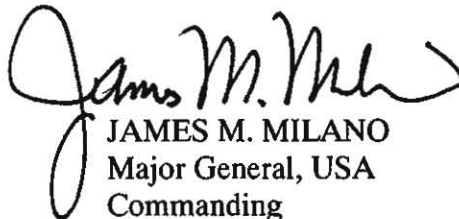
(2) Complete the Experienced Rider Course 6 to 12 months after attending the BRC.

(3) Those owning sportbikes, as defined by their manufacturer, successfully complete the Military Sportbike Rider Course within 3 months of purchasing or registering their motorcycle on Fort Knox, or the first available class, whichever is earlier.

(4) Military members wear all required PPE, on and off duty, regardless of location.

7. POINT OF CONTACT. Director, Installation Safety Office, phone 624-4920.

Encl


JAMES M. MILANO
Major General, USA
Commanding

DISTRIBUTION:

A

Concept of Operation
Headquarters, United States Army Armor Center and Fort Knox
Fort Knox, KY 40121-5720

SUBJECT: Fort Knox Motorcycle Mentorship Program Implementing Instructions

1. PURPOSE. To establish the standards, procedures, and implementation instructions for the Fort Knox unit-level Motorcycle Mentorship Programs (MMP).

2. BACKGROUND.

a. **Increase in Fatalities/Injuries.** A 3-year review of Army accident data reveals motorcycle mishaps are on the rise. Over half of recorded motorcycle fatalities were the result of single-vehicle crashes involving riders exercising poor risk decisions and judgment. Historically, males between ages 18 and 25 have been identified as "high risk" motorcycle operators; however, more recent analysis indicate that all operators, regardless of age, are at higher risk than in previous years.

b. **Army Leader Awareness.** Privately owned vehicle (POV) accidents (specifically motorcycle accidents) and a high fatality rate have captured the attention of the Army's top leadership. The Army Chief of Staff has directed development and implementation of proactive preventive measures to reverse this trend. The MMP is one of several proactive POV accident prevention initiatives.

3. CONCEPT.

a. The concept of the program encourages development of unit-level "battalion and company" MMPs. This program will create an environment where less experienced riders and seasoned riders can create a positive means of communication and support of responsible motorcycle riding and individual enjoyment. Such an environment can create positive conduct and behavior and serve as a force multiplier that bolsters a commander's motorcycle accident prevention program.

b. Successful mishap reduction requires aggressive leadership and the support of commanders, first sergeants, supervisors, and motorists, as well as the military and civilian communities. The implementation and conduct of MMP at the installation and unit level is one component of this community approach. Collective involvement fosters mishap reduction.

4. EXECUTION.

a. **Roles, Responsibilities, and Tasks.** Strategic, operational, and tactical roles, responsibilities, and tasks are as follows:

Encl 1 to memo, HQ USAARMC, IMSE-KNX-SO, 13 Oct 09, subject: Fort Knox Policy Memo No. 22-09 – Motorcycle Mentorship Program and Motorcycle Policy

(1) Director, Armor School.

(a) Serves as lead element on the concept, development, and implementation of the installation mentorship program.

(b) Provides initial and refresher training to unit motorcycle mentors prior to start of the annual motorcycle “season.”

(2) Installation Safety Office.

(a) Coordinates with Army, major army commands, and other installations concerning other effective motorcycle safety initiatives.

(b) Schedules and provides motorcycle Basic Rider Courses (BRC), Experienced Rider Courses (ERC), and Military Sportbike Rider Courses (MSRC).

(3) Public Affairs Office.

(a) Formulates and implements communications plan, including internal information, media relations, and community relations.

(b) Assists in concept development and implementation.

(c) Supports the program through publication of news articles and events.

(4) Unit Commanders.

(a) Supports and promotes installation and unit level mentorship programs.

(b) Encourages activities to reinforce positive training, mentorship, and safe riding.

(c) Identifies unit motorcycle riders and ensures face-to-face counseling between first-line supervisors and Soldiers who ride.

(d) Establishes unit mentorship programs and selects suitable unit mentors to coach unit motorcycle riders.

(e) Ensures all Soldier motorcycle operators have a current motorcycle operator checklist and a signed motorcycle agreement on file.

(f) Ensures all Soldiers who own and/or operate a motorcycle have completed all training and licensing requirements.

(g) Ensures all Soldiers redeploying from outside continental United States receive Motorcycle Refresher Training within 30 days of their return, or first available class, whichever is earlier.

(h) Reviews all Soldiers' motorcycle rider traffic records annually ensuring rider behavior is IAW Army and Fort Knox policy.

(i) Evaluates the effectiveness of established unit programs and initiatives.

(5) Unit Motorcycle Mentors.

(a) Serves as force multiplier for commander's mishap reduction efforts.

(b) Complies with installation, local, state, Army, and host nation requirements.

(c) Supports unit motorcycle safety efforts and encourages a mentoring atmosphere emphasizing skilled, responsible, and positive riding experiences.

(d) Acts as a forum for education, awareness, and seasonal campaigns.

(e) Conducts mentorship training seminars (battalion level).

(f) Conducts motorcycle maintenance seminars (battalion level).

(g) Conducts required motorcycle safety inspections.

(h) Plans and executes rider educational and training programs at least quarterly.

(i) Promotes an environment that fosters responsible riding and enjoyment.

(j) Maintains a list of recommended/preferred safe riding routes for group rides.

(k) Educates riders on composite risk management with focus on safe motorcycle riding.

(l) Informs new Soldiers arriving at Fort Knox of the motorcycle operator requirements and the motorcycle mentorship policy.

b. Motorcycle Mentor Prerequisites are listed below:

(1) A Soldier in good standing that demonstrates experience, maturity, and responsibility.

(2) Appointed on orders by the unit commander as a motorcycle mentor.

(3) Maintains a valid state motorcycle driver's license, motorcycle insurance, and installation registration.

(4) Demonstrates knowledge of Army and Fort Knox motorcycle standards, as well as Commonwealth of Kentucky rules and laws.

- (5) Experienced motorcycle rider (3 or more years of continuous riding).
- (6) Successfully completed the Motorcycle Safety Foundation (MSF) BRC and the MSF ERC.
- (7) Completed the Fort Knox Motorcycle Mentorship Training Course.
- (8) Qualified and available to educate and mentor novice motorcycle riders.
- (9) Capable of conducting motorcycle safety inspections using the motorcycle inspection checklist.
- (10) Able to demonstrate the proper use of the motorcycle safety personal protective equipment (PPE).

c. Motorcycle Training and Personal Protective Equipment.

- (1) All motorcycle operators are required to be properly licensed IAW with their home state laws.
- (2) All Soldiers are required to successfully complete the MSF BRC before operating a motorcycle on or off post and on or off duty.
- (3) All Soldiers must complete the ERC within 6 to 12 months after completing the BRC.
- (4) All Soldiers who own a sportbike, as defined by their manufacturer, must successfully complete the MSRC within 3 months of purchasing their motorcycle or the first available MSRC, whichever is earlier. Newly assigned personnel who own sportbikes must attend the MSRC within 3 months, or at the first opportunity, if assigned during winter months.
- (5) Fort Knox offers three motorcycle courses: BRC, ERC, and MSRC. All Soldiers must register online at <https://airs.lmi.org>. Select the region (Southeast), the Garrison (Fort Knox), and finally the course you want to attend. On the calendar below courses are listed by the dates they will be presented. Red lettering indicates a full course. Click on the course title to get the registration page and complete the form. When you click "save," an automatic e-mail is generated to you, your supervisor, and the safety office confirming your pending registration.

NOTE: This training does not license individuals to operate a motorcycle. Individuals must seek licensing through the appropriate Department of Motor Vehicles.

- (6) Motorcycle operators must have the MSF course completion card in their possession at all times while riding the motorcycle.
- (7) Personal Protective Equipment (PPE) – Soldiers operating a motorcycle and their passengers, regardless of duty status or location, must properly wear required PPE as follows:

(a) Helmet – US Department of Transportation (DOT)-approved helmet that properly fits and fastens under the chin.

(b) Eye Protection – Impact or shatter resistant goggles, wrap around glasses, or a full-face shield attached to the helmet. Operators may not substitute windshield or fairing for proper eye protection; eyeglasses alone are not proper eye protection.

(c) Clothing – Full-fingered leather gloves, long trousers, and long-sleeved shirt or jacket.

(d) Footwear – Leather boots or sturdy over-the-ankle shoes.

(e) Vest or jacket – Brightly colored reflective vest or jacket will be worn. The standard orange/blue road guard vest meets visibility requirements. A reflective running belt or military uniform does not suffice for this requirement. Backpacks, if worn, must not cover the vest or obstruct the vest from vision. It must have its own reflective material attached or a reflective vest placed over the backpack.

5. ENABLERS.

a. When Soldiers are trained and held to standard, they will probably carry the same discipline and habits into their off-duty activities, including POV operations. Leaders, especially first line leaders, must be informed of motorcycle operating standards and be supportive of proactive motorcycle accident prevention initiatives.

b. The enclosed Fort Knox Commander/ Motorcycle Operator's Contract is a required tool for the unit leader and motorcycle operator to establish an acknowledgement of standards and responsibilities for assigned Soldiers.

c. The enclosed sample duty appointment order, when signed by the commander, is a means of establishing the commander's priority and concern for the safety and well being of his/her Soldiers.

FORT KNOX COMMANDER/MOTORCYCLE OPERATOR'S CONTRACT

For use of this form, see DODI 6055.4

1. SOLDIER STATEMENT

- a. I understand that I am a Soldier 24 hours a day, and the following actions are required for me to operate a motorcycle on or off post:
- I must register my motorcycle annually with the Installation Provost Marshal
 - I must complete the required motorcycle safety courses.
 - My personal protective equipment will consist of Department of Transportation (DOT)-approved helmet (properly fastened under the chin) with face shield, impact/shatter resistant goggles, or wrap-around sunglasses; full-fingered gloves or mittens designed for use on a motorcycle; a long sleeve shirt or jacket; long pants; boots or sturdy over-the-ankle shoes; and a brightly-colored (white, yellow, orange, silver, etc.) upper garment (vest or jacket) during the day and a reflective upper garment during dusk/dawn and at night.
 - Personal protective equipment also applies to any passenger.
 - No matter what the state law is, I will always wear a DOT-approved helmet.
- b. I understand that failure to comply with Army regulations could result in my loss of motorcycle driving privileges. If I am involved in a motorcycle accident and violate any of the military regulations governing motorcycles, I could be held liable for all medical costs that I incur. Additionally, if I violate any of the requirements and sustain fatal injuries, my survivors could be denied military benefits, including SGLI.
- c. I will always operate my motorcycle in a safe and disciplined manner.
- d. Listed below is my motorcycle information:
- Make:
 - Model:
 - Year:
 - Engine (cc displacement):
- e. I am associated with the following motorcycle organization(s):
- Name of organization:
 - Address of organization:
- f. At any time I purchase a different (or additional) motorcycle or become associated with a motorcycle organization, I will update this contract with my chain of command within 72 hours.
- g. I understand that motorcycle organization rules on operating a motorcycle or wear of personal protective equipment do not take precedence over Army or Fort Knox policies or regulations. Additionally, motorcycle organization rules do not relieve me from personal responsibility to operate a motorcycle safely and not to engage in dangerous activities on a motorcycle, both on or off post.

2. UNIT REMARKS OR RESTRICTIONS:

OPERATOR NAME/RANK	SIGNATURE	DATE
FIRST SERGEANT NAME/RANK	SIGNATURE	DATE
COMMANDER NAME/RANK/BRANCH	SIGNATURE	DATE

(Sample Motorcycle Mentor Additional Duty Appointment Order)

(Office Symbol)

(date)

MEMORANDUM FOR *(Individual's name)*

SUBJECT: Additional Duty Appointment

1. Effective immediately, **(RANK, NAME, UNIT)**, (Brigade, Battalion or Directorate) is assigned the additional duty of Motorcycle Mentor.
2. Authority: AR 385-10, The Army Safety Program.
3. Purpose: You have been appointed as the (Unit) Brigade or Battalion Safety Officer, to perform duties in the capacity indicated.
4. Period: Until officially released or relieved from appointment.
5. Special Instructions: Appointed individual will familiarize themselves with applicable and appropriate regulations and publications.

(Name)
(Rank, branch)
Commanding

CF:

1-Duty Appointment File

1-*Brigade, Battalion, Directorate*